STYLIZER
USER MANUAL

September 26, 2014

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INTRODUCTION

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TECHNICAL SUPPORT

Stylizer comes with 90 days of free technical support. We encourage you to take full advantage of our technical support department. You may choose to purchase an additional year of software maintenance which includes technical support, software patches, and version upgrades.

When calling with technical support inquiries, please be prepared to provide a comprehensive explanation of the problem encountered, including the full text of error messages. In some cases, you may be asked to provide a copy of the problematic document that you believe exhibits an error with the execution of Stylizer. This helps to ensure a satisfactory and more timely resolution.

To view the latest information on Stylizer and other Levit & James, Inc. products, visit the Levit & James, Inc. web site at http://www.levitjames.com. You may also send an e-mail for sales and/or technical support inquiries.

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SUPPORTED PLATFORMS

WORD VERSIONS

Stylizer is certified for use with Word 2007, 2010, and 2013

OPERATING SYSTEM VERSIONS

Stylizer is certified for use with Windows Vista, 7, 8, and 8.1.

DOCUMENT MANAGEMENT SYSTEMS

Stylizer has been tested with Interwoven DeskSite/MailSite/FileSite, Open Text DOCS Open, Open Text PowerDocs/DM, and Worldox document management systems.

MACRO PACKAGES

Stylizer is compatible with commercial macro packages, templates, and outline numbering suites.

INSTALLATION

To install Stylizer, run ***Stylizer Setup.exe*** or ***Stylizer Setup.msi*** from the distribution files set. During the installation process, a Stylizer installation directory will be created. The user selects the directory location. During installation, the global Stylizer template, ***stylizer.dot***, will be placed in the Microsoft Word startup directory. You must copy the ***license.ini*** file into the Stylizer installation directory in order to use Stylizer. If service packs are available for this version of Stylizer, apply the latest service pack.

If you are installing Stylizer as an enterprise product (i.e., for multiple users with network-based administration), then consult the **STYLIZER ADMINISTRATOR'S MANUAL** for complete details on installation and configuration.

WHAT IS STYLIZER?

Stylizer was developed to assist users in quickly reformatting Word documents by intelligently applying Styles that reflect firm standard template designs. This includes e-mail attachments, documents that have been scanned, or those that were converted from WordPerfect to Word with Levit & James's popular CrossWords Document Conversion Utility.

Stylizer can accomplish these tasks quickly and accurately, by automating formatting tasks that users would otherwise have to complete manually. Stylizer will also reduce the risk that you will miss paragraphs or inconsistently apply styles to new paragraphs.

Stylizer can also be useful when you wish to update a document based on an entirely different set of styles. Using Stylizer, it is very easy to apply Style A to all paragraphs with Style B currently applied.

HOW STYLIZER WORKS

INTELLIGENTLY APPLY STYLES

The Paragraph Wizard and Whole Document Wizard both offer the following advantages over Word's native "Find and Replace" utility:

- Microsoft Word only has the capacity to identify one style and globally replace it with another style. Stylizer can identify the different attributes of paragraphs and assign several styles based on those attributes.
- When using Word's global replacement of styles, it will often remove the direct character formatting (i.e., bold, italic, underlining) in the paragraph. Stylizer provides an option to the user to preserve direct character formatting.
- Word will not remove leading spaces and tabs in paragraphs when applying styles. First line indentation should always be implemented through the use of proper style definitions. Stylizer provides an option to delete leading spaces and/or tabs when applying new styles.
- Stylizer will remove extra outline numbers that either have been manually typed into the document, or are the product of a converted document that contained numbering in an unknown format. The Word "Find and Replace" feature will leave a residual number that users must manually delete.
- Stylizer can search on several paragraph attributes not available in the native Word "Find and Replace" utility, such as Number Format, leading spaces (yes/no), and leading tabs (number).

Stylizer will classify a paragraph, based on two kinds of properties:

- paragraph formatting such as line spacing, justification, indentations, etc., and/or
- any form of paragraph numbering.

The combination of these two kinds of paragraph properties is what makes a paragraph unique, and is the basis for grouping paragraphs in the Whole Document Wizard and for setting search

criteria in the Paragraph Wizard using "Search by Example." Stylizer will then let you apply a new style to this paragraph, using a set of rules not available in Word. When Stylizer applies a style to a paragraph, these rules allow you to:

- protect direct formatting for bold, italic and underline;
- remove extra paragraph marks before and after the paragraph; and
- remove extra spaces and tabs at the beginning of the paragraph.

PARAGRAPH WIZARD

Use the Paragraph Wizard if you wish to make a paragraph-by-paragraph decision regarding what style to apply to each paragraph and/or are unsure what style to apply. This mode works analogously to Word's own Find and Replace. Simply click in a paragraph, and apply styles to all similar paragraphs, using search criteria that you specify. There is even a built-in Preview to let you see what the paragraph looks like BEFORE you apply the new style.

After Stylizer has applied the new style to the selected paragraph, it will immediately take you to the very next paragraph in the document that has the same formatting properties as the original based on the specified search criteria. You may choose to quickly replace all paragraphs in the documents containing these properties with your selected style, or to replace one paragraph at a time.

WHOLE DOCUMENT WIZARD

Use the Whole-Document Wizard if you wish to apply styles to the entire document at once. Stylizer will allow you to group paragraphs by criteria you specify, select new styles to apply and apply styles to groups of paragraphs in the document with one mouse click. You can even teach Stylizer what styles to use for distinct paragraph grouping criteria through the use of schemes.

After Stylizer has analyzed the document, it will display each paragraph group in a grid display showing the paragraph group attributes and the new style options. With one button click, Stylizer will apply the new styles to every paragraph in every group.

PREPARING THE DOCUMENT

Once you have opened the document you wish to style in Word format, follow these steps:

1. Familiarize yourself with the document. Refer to the Microsoft Word Help Menu or the Style drop down menu on the Formatting toolbar to determine what styles best meet your formatting requirements.

2. Style the entire document using the Stylizer Paragraph Wizard or Whole Document Wizard. The objective is to have every paragraph in the document associated with a style. This ensures a consistent "look and feel" and will make future edits much simpler.

USING THE STYLIZER PARAGRAPH WIZARD

OVERVIEW

The Paragraph Wizard will allow you to apply styles to your document either to one paragraph or to all paragraphs matching user-selected search criteria based on the currently-selected paragraph. When launching the Paragraph Wizard, you will first be asked to select search criteria from a list of attributes that are pre-filled with the currently-selected paragraph's attributes. Once you have selected your search criteria, you will be prompted to select a new style to apply for all paragraphs matching those search criteria.

The Paragraph Wizard will need to be run for every paragraph type in the document. After you have finished applying styles to a particular paragraph type, you may navigate to a new example paragraph using Stylizer's Navigate feature.

Using the Paragraph Wizard is best when you wish to closely monitor the application of styles to individual paragraphs and/or paragraph types.

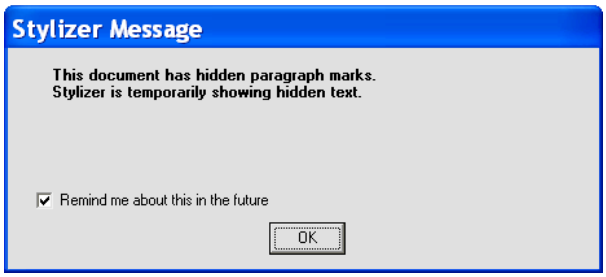
STYLING A DOCUMENT

Once you have opened a document to which you would like to apply styles, you may wish to first review the document appearance. This will help you select styles that are most compatible with the paragraph structure in your document.

1. To begin styling a document, place your cursor inside the paragraph you wish to apply a style to, and click on the flashlight icon in the Stylizer toolbar.

> **Note:** *Be aware that when running the Paragraph Wizard, it is important to verify whether your cursor is inside or outside a table. If the cursor IS NOT in a table, Stylizer will skip all tables; if the cursor IS in a table, Stylizer will only detect paragraphs that are in tables.*

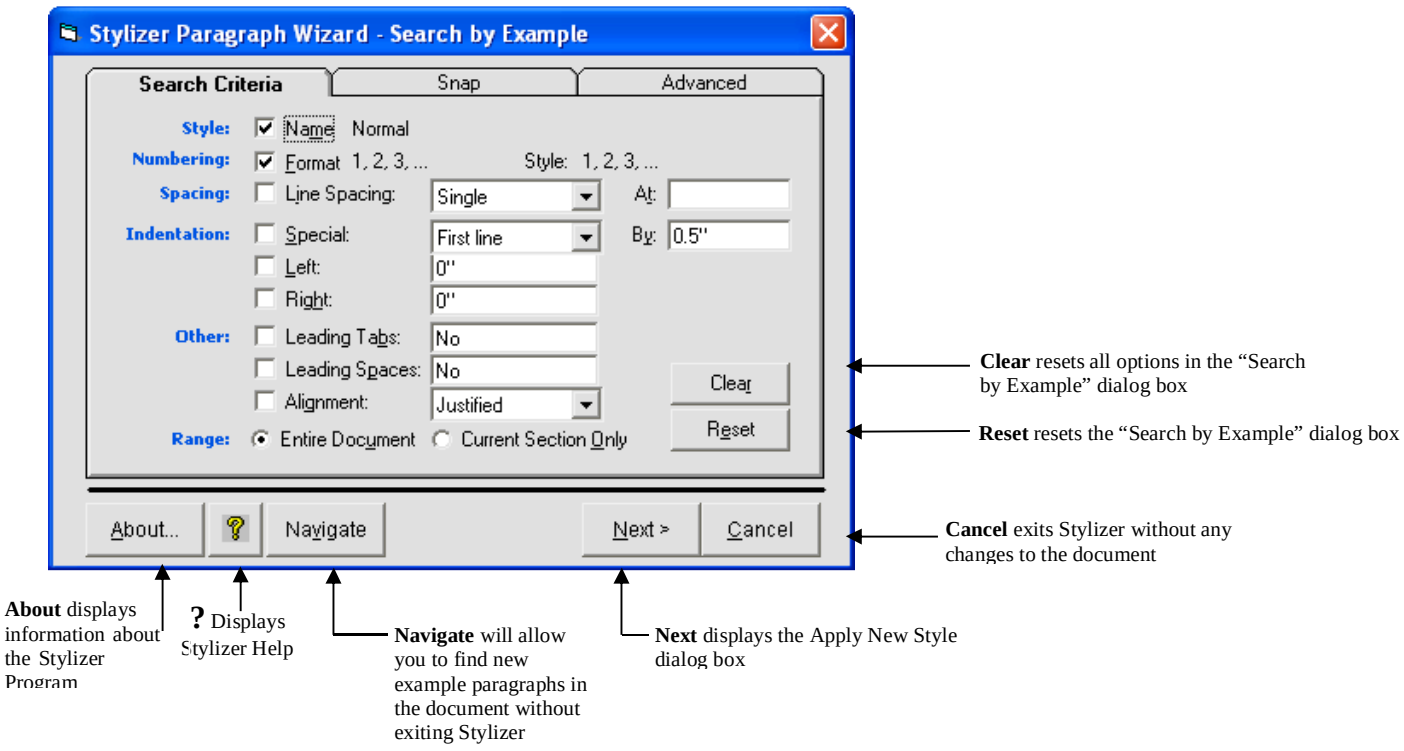
2. If Hidden Paragraph marks are present in the document, you will receive a warning that the hidden paragraphs will be temporarily visible. This prevents mistakenly styling two paragraphs as one.


Stylizer Message
This document has hidden paragraph marks.
Stylizer is temporarily showing hidden text.
Remind me about this in the future
OK

> **Note:** *The Hidden Paragraph warning will only display if you have **Hidden Text** and **All** unchecked in your viewing options. To verify these settings, click on the **Tools** menu and select **Options**. On the **View** tab, find the **Formatting Marks** options.*

3. The Stylizer Search dialog box displays the formatting detected in the selected paragraph. If the selected paragraph contains either automatic or manually entered paragraph numbering, the numbering format and style will be reflected in the "Search by Example" options.

The "Search by Example" dialog box:



4. Select the "Search by Example" attributes you wish to use for Stylizer criteria by checking desired boxes.

5. In addition to choosing attributes such as style, numbering, indentation, spacing, etc., you may use the "Snap" tab to set criteria for setting Snap Interval values for specific grouping criteria. The Snap Interval, if specified, will place select paragraphs if they meet the other specified criteria and fall within the specified snap interval. For example, if the Snap Interval for First Line Indent is set to 0.1 inches, then paragraphs which are exactly the same in all other respects, yet some may have a First Line indent of 1.0965" and others a First Line indent of 1.10003", these paragraphs will be selected to apply the specified style.

6. The "Advanced" tab allows you to specify further search criteria as follows:

Font

If you would like to limit your search to paragraphs with specific fonts and/or point size, you may indicate this by checking the Name and Size checkmark boxes and using the corresponding drop-down menus.

Spacing

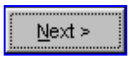
You may further configure your "Search by Example" by defining points of paragraph space to search for before and after a paragraph. Place a checkmark in the appropriate Spacing option and enter the point of space value in the corresponding field.

Bracketing

The Advanced Search bracketing feature allows the user to use brackets "[]", braces "{}", and parentheses to ignore leading text strings when searching for paragraphs by number format. For instance, if the example paragraph has a number format such as "SECTION I." and the Ignore Bracketing box is checked, then a paragraph with a number format such as "[SECTION II.]" will not be found during the search. If the box is unchecked, the selected style will be applied to bracketed paragraphs.

Advanced

If "Effective First Line Indent" is checked, then two paragraphs that may be identical in formatting except that one has a ½" tab to start the paragraph and no first line indent and the other has a ½" first line indent but no leading tabs (or spaces) are treated as identical for searching criteria purposes.

7. After selecting all desired search criteria, click **Next**. 

8. The **Apply New Style** dialog box displays:

New allows you to create a new style

Mod allows you to modify a selected style

Styles displays the Style Chooser dialog box

Find Next locates the next paragraph matching the search criteria. Does NOT apply the new style to the current paragraph

Apply/Stay will apply the selected New Style to the current paragraph **without** moving to the next paragraph matching the criteria

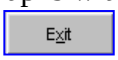
Apply/Next will apply the selected New Style to the current paragraph and move to the next paragraph matching the criteria

Apply All quickly applies the style to all paragraphs matching the search criteria

Details displays the paragraph formatting properties in detail

Preview displays a before and after style snapshot of the selected paragraph

9. Define the Style to use in the New Style drop-down menu and click on **Apply/Stay** to apply a style to each paragraph individually while remaining in the paragraph, **Apply/Next** to apply a style to each paragraph individually and move to the next paragraph meeting the search criteria, or **Apply All** to globally apply the style to all paragraphs in the document with the specified formatting attributes**.**

10. Style the entire document by repeating the steps above for each set of paragraphs with similar paragraph properties. When your entire document is styled as desired, click 

in the Apply New Style dialog box.

The Apply New Style dialog box shows the name of the new style to be applied to selected paragraphs in the document. The list box contains the names of all of the available styles that can be applied.

CHOOSING A STYLE TO APPLY

If the document requires outline numbering, you must select a style associated with a numbering scheme prior to using Stylizer. Once you have chosen an appropriate numbering scheme, the style you choose will be the style that corresponds with the desired level of outline numbering. For example, the Heading 1 style may indicate level 1 outline numbering; Heading 2 style may indicate level 2, etc.

For all other styles, refer to the Microsoft Word Help Menu or the Style drop-down menu on the Formatting toolbar to determine the style that meets your formatting requirements.

CHARACTER FORMATTING

Direct formatting can be re-created when applying new styles through the Stylizer. By default, the Preserve All box is checked. When unchecked, you can select which formatting is to be re-created when the new style is applied.

EMPTY PARAGRAPHS

Empty paragraphs before and/or after the current paragraph can be removed by checking either one of these boxes. Both boxes are checked by default.

Note: *If the document to which you are applying styles has been converted from WordPerfect to Word, the Empty Paragraphs feature of Stylizer will remove any extra hard returns that may be present in your document.*

LEADING TABS/SPACES

Often users will manually format first line indentation with tabs or spaces. This is a function that should be handled in a style definition *e.g.*, Body Text First Indent. Therefore, when applying new styles to a document, you can tell Stylizer to delete extra tabs and spaces at the beginning of the paragraph. Note that if these options are selected and a paragraph has a manually entered paragraph number, all tabs or spaces following the paragraph number will be deleted.

WORKING IN NAVIGATE MODE

The Navigate function allows you to view and navigate through your Word document in a normal screen size in order to determine which paragraphs to select for Stylizer to analyze. To work with the Navigate function, follow these steps:

1. Click on the Navigate button in the Stylizer "Search by Example" dialog box.

2. Stylizer will compact to a small window that will be visible from your document:

3. Navigate through your document to identify paragraphs to be styled.

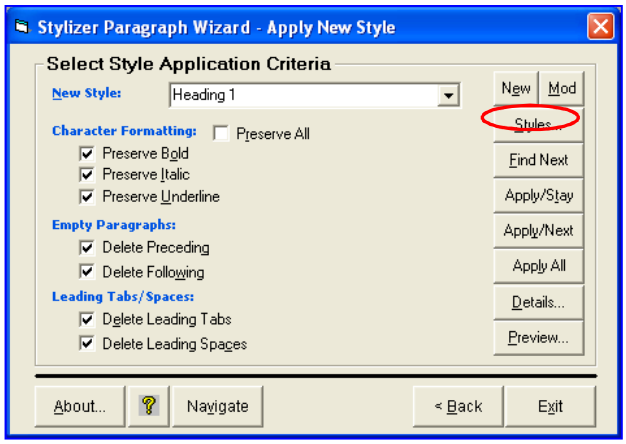
4. To return to Stylizer, click the flashlight in the Stylizer Navigate toolbar.

5. Stylizer will analyze the paragraph containing your cursor and display the "Search by Example" dialog box.

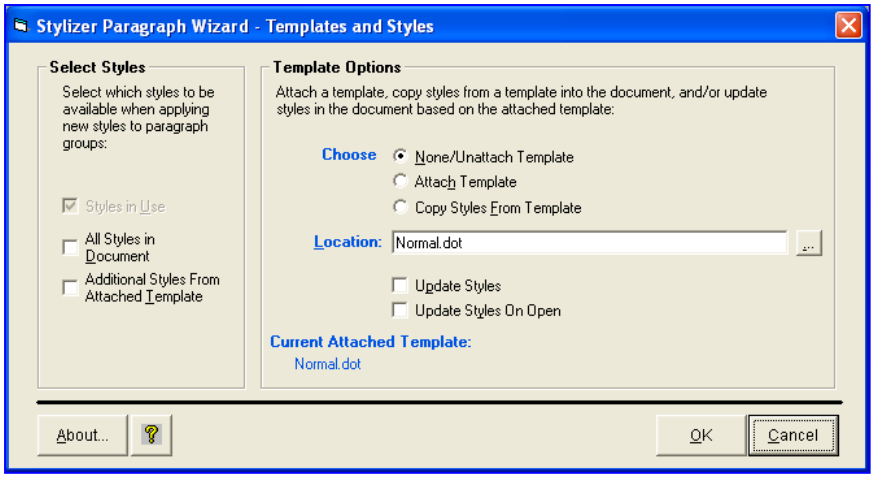
6. Identify the desired paragraph properties in the **"Search by Example"** dialog box, designate the New Style to apply, and choose **Apply/Stay**, **Apply/Next** or **Apply All**.

ATTACHING TEMPLATES AND CHOOSING STYLES

The Stylizer Paragraph Wizard provides built-in functionality to attach a template to the current document and/or select styles to copy into the document and make available to Stylizer. To attach a template and/or select which styles to make available to the document, select the **Styles** button in the Apply New Style dialog box. Styles...

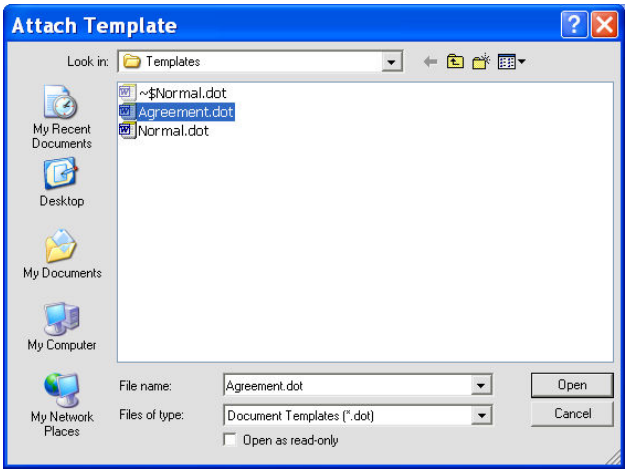


Stylizer will display the Templates and Styles dialog box:



To attach a template or copy styles from a template to the document, click on the appropriate option. Then click on the **Template Lookup** button.

The Attach Template dialog box will allow you to browse to the template you wish to attach. Select the appropriate template and click on **Open**.



Stylizer will return to the Templates and Styles dialog box. There are several options you may wish to consider.

- The options selected in the "*Select Styles*" section determine what styles will appear in the New Style drop-down menu on the Apply New Style dialog box. This allows the user to select the set of styles to be added to the Apply New Styles drop-down menu.
- **Styles In Use** is always checked, as these are styles that are currently being used in the document.
- The **All Styles in Document** option allows the user to select from all styles contained in the document.

- **Additional Styles from Attached Template** allows you to associate styles present in specific templates, such as Litigation Court Cover Letters, Estate Planning Instruments, etc. to the current document. Normal.dot, the Word global document template, is attached to all Word documents by default. If you have attached a template to the document because the template contains styles you wish to use, then you should check this option.
- The **Update Styles** and **Update Styles on Open** options will direct Stylizer when and if to update the styles in the document from the attached template.

UPDATE STYLES

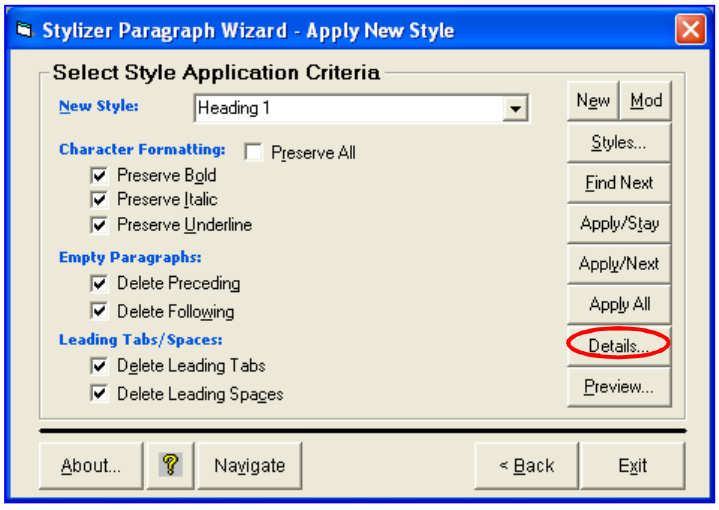
Select this option if you would like to overwrite existing styles with the same name in the document with the styles in the template you have chosen to attach. If you do not select this option, you may opt to overwrite individual styles once you have opened the document. This is useful if you would like to alter some styles within the document, but leave others as they currently appear.

UPDATE STYLES ON OPEN

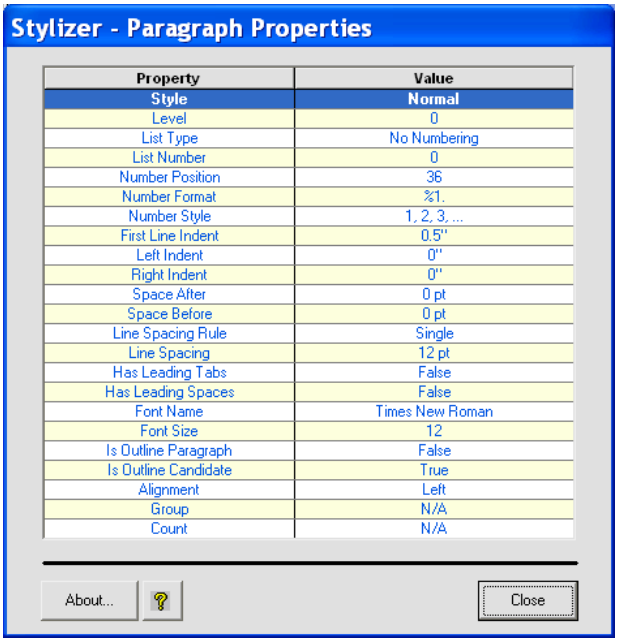
Select this option if you would like to update all existing styles in the document with those in the attached template each time you open the document. This is useful if you use a template that contains several standard form styles. Each time a template style is altered, the change(s) will be reflected in the documents to which the template is attached. Checking this option is equivalent to checking the "Automatically Update Document Styles" option in Word's Templates and Add-ins native dialog.

VIEWING PARAGRAPH PROPERTY DETAILS

Stylizer allows you to view the formatting details of the paragraph containing your cursor. From the Apply New Style dialog box, choose **Details.**



The Paragraph Properties display:



This dialog box displays a detailed listing of the properties of the current paragraph. If **Is Outline Paragraph** is marked **True,** the paragraph already contains an outline numbering style. If **Is Outline Candidate** is **True**, Stylizer recognizes the repetitive number pattern as a potential outline in the document, but numbering scheme and style have not yet been applied to the paragraph.

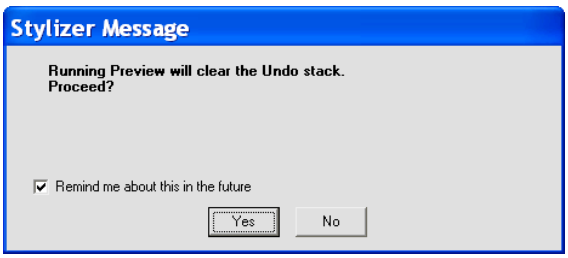
PREVIEWING A STYLE

Stylizer allows you to preview your paragraph with a selected style prior to applying it to the document.

To preview a style in Stylizer, follow these steps:

1. In the Apply New Style dialog box select **Preview**.

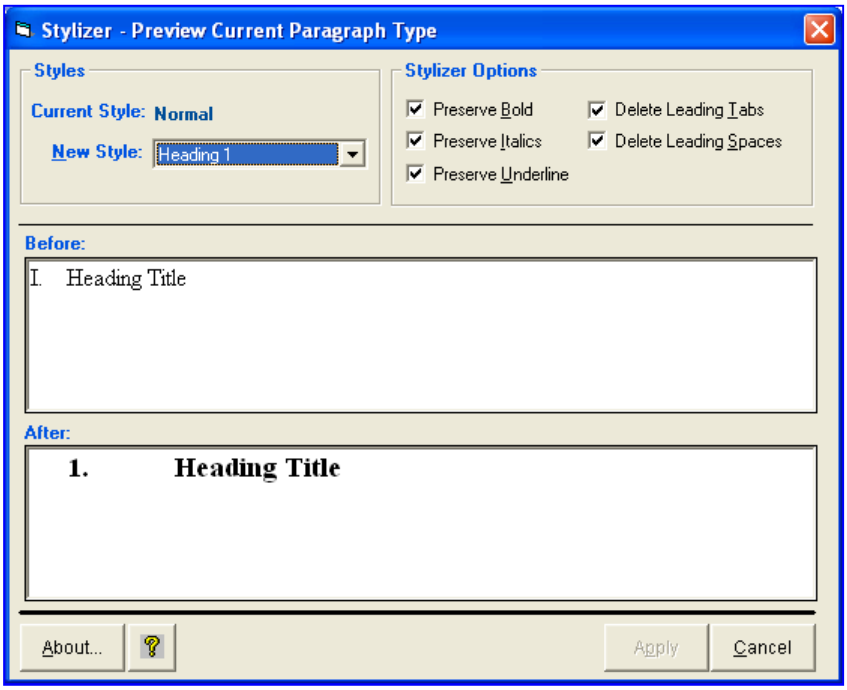
2. A warning displays:



Although the Preview option will not apply the selected style to a paragraph, it will clear the Word Undo stack. This means you will not have the ability after Preview to undo any actions.

Note: *The Word **Undo/Redo** feature* *allows you to correct errors. If you do not wish to empty the Undo stack, consider applying a style to your paragraph without a preview. If the style appearance is not satisfactory, you can use the Word Undo feature to restore it to the previous style.*

3. If you wish to proceed, click **Yes**. The Preview dialog box displays:



You can Preview several styles by selecting them in the **New Style** drop-down menu. To close the Preview window, click **Cancel**. This will not apply the style to the paragraph. To apply the style, you must select the **Apply/Stay**, **Apply/Next** or **Apply All** button from the Apply New Style dialog box.

USING THE STYLIZER WHOLE DOCUMENT WIZARD

OVERVIEW

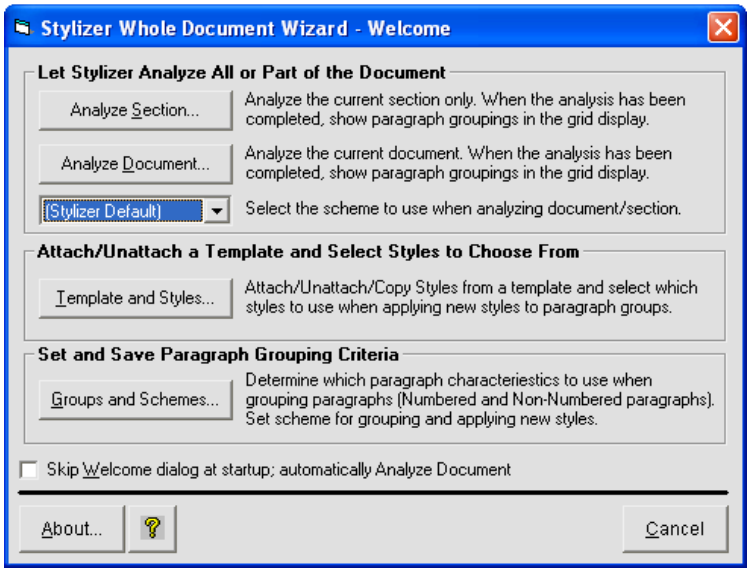
Using the Whole Document Wizard, you can Stylize an entire document at once. First, you tell Stylizer what styles to include. Second, you tell Stylizer what grouping criteria to use to place similarly-formatted paragraphs into groups to which a new style will be applied. Third, once Stylizer has analyzed a section of the document or the entire document, you tell Stylizer which new Style goes with each paragraph group. Then, Stylizer will apply the new style to each paragraph in each group.

As you run Stylizer, it allows you to save grouping criteria and new style selections into user-selectable Schemes. These schemes are simply ASCII files containing the saved information. You will have one scheme for each document type in your document inventory. As you encounter new paragraph groups, the new style selections can be saved into existing schemes.

GETTING STARTED

Once you have opened a document to which you would like to apply styles, you may wish to first review the document appearance. This will help you select styles that are most compatible with the paragraph structures in your document. If you have already established schemes for documents such as the current document, then you will simply have to review the new style settings for correctness.

To begin using the Stylizer Whole Document Wizard, click on the lighthouse icon on the Stylizer toolbar . The Welcome dialog box displays:

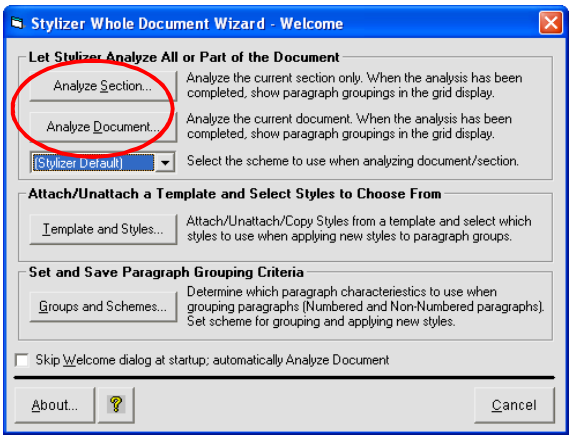

Stylizer Whole Document Wizard - Welcome
Let Stylizer Analyze All or Part of the Document
Analyze Section...
Analyze the current section only. When the analysis has been completed, show paragraph groupings in the grid display.
Analyze Document...
Analyze the current document. When the analysis has been completed, show paragraph groupings in the grid display.
(Stylizer Default)
Select the scheme to use when analyzing document/section.
Attach/Unattach a Template and Select Styles to Choose From
Template and Styles...
Attach/Unattach/Copy Styles from a template and select which styles to use when applying new styles to paragraph groups.
Set and Save Paragraph Grouping Criteria
Groups and Schemes...
Determine which paragraph characteriestics to use when grouping paragraphs (Numbered and Non-Numbered paragraphs). Set scheme for grouping and applying new styles.
Skip Welcome dialog at startup; automatically Analyze Document
About...
Cancel

From this dialog, you can choose one of several actions by clicking on the appropriate button. Whether you can click on the **Analyze Section** button or the **Analyze Document** button depends on the default Scheme in use.

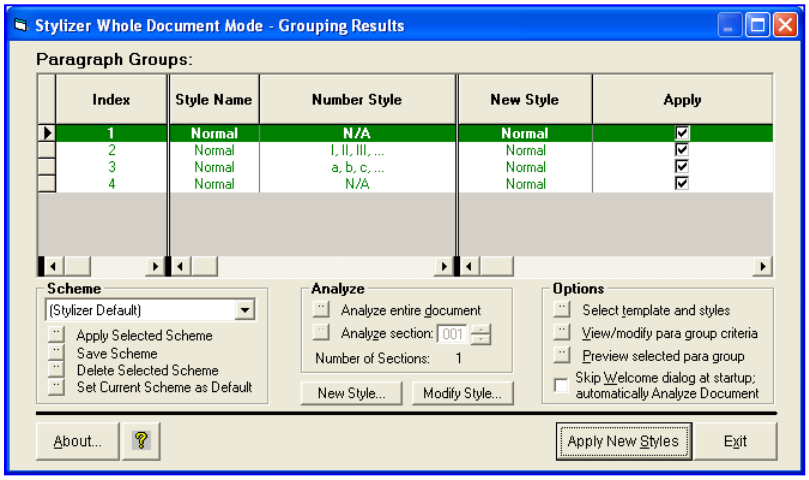
You may skip this dialog completely and analyze the document by checking the box "*Skip Welcome dialog at startup; automatically Analyze Document*." If you check this box, the other functions will be available from the Stylizer Grid dialog box. You can load the default settings for the Templates and Styles dialog in the Stylizer configuration file and the default Scheme will be the current scheme. See a detailed discussion on Schemes below.

ANALYZING THE DOCUMENT OR SECTION

The Whole Document Wizard allows you to analyze by section or the entire document. Whether you choose to analyze only a section or the entire document, the options in the Results dialog are the same.


Stylizer Whole Document Wizard - Welcome
Let Stylizer Analyze All or Part of the Document
Analyze Section...
Analyze the current section only. When the analysis has been completed, show paragraph groupings in the grid display.
Analyze Document...
Analyze the current document. When the analysis has been completed, show paragraph groupings in the grid display.
(Stylizer Default)
Select the scheme to use when analyzing document/section.
Attach/Unattach a Template and Select Styles to Choose From
Template and Styles...
Attach/Unattach/Copy Styles from a template and select which styles to use when applying new styles to paragraph groups.
Set and Save Paragraph Grouping Criteria
Groups and Schemes...
Determine which paragraph characteriestics to use when grouping paragraphs (Numbered and Non-Numbered paragraphs). Set scheme for grouping and applying new styles.
Skip Welcome dialog at startup; automatically Analyze Document
About...
Cancel

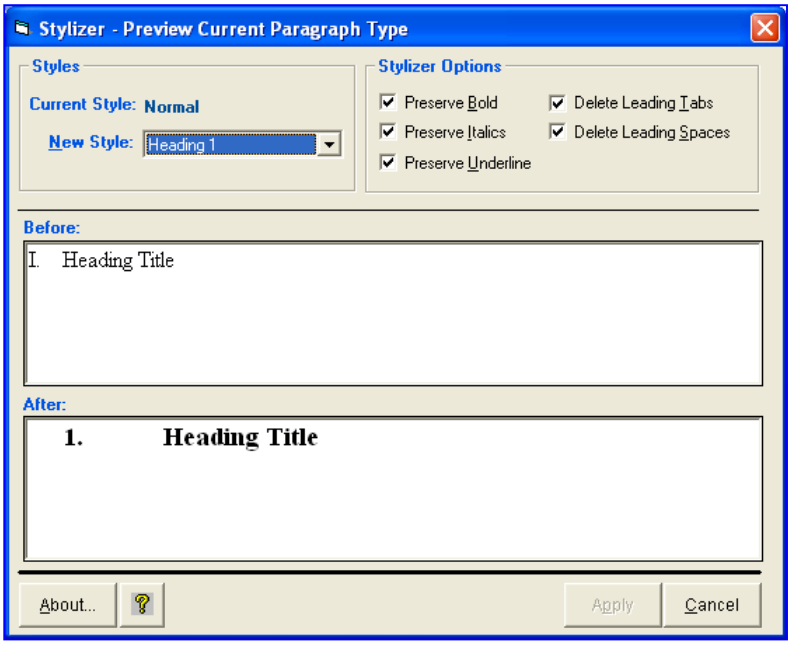
If the Analyze Document button is selected, Stylizer will analyze the entire document and then display the Grouping Results dialog. The dropdown will display the scheme that will be used when analyzing the document/section. Change the scheme as appropriate (see discussion on schemes below).



OPTIONS FOR GROUPING RESULTS

You have several options from which to choose in this dialog box:

- **Scheme** –You may apply a saved scheme, save any setting changes as a new scheme, delete the selected scheme, or set the current scheme as the default. These settings are described in more detail below.
- **Analyze** – You may choose to analyze the entire document again or analyze a specific section.
- **New/Modify Styles** – You may create a new or modify an existing style without having to exit Stylizer and re-analyze the document/section. When finished, the new or modified style will be auto-selected for the selected paragraph group.
- **Options** – You may select a new template or styles to be applied (the Templates and Styles dialog will display), view or modify paragraph grouping criteria, or preview the selected paragraph group. You may also change the "Skip Welcome" setting. To preview how the chosen style will affect a paragraph group, select the group and click on "Preview Selected Para Group." The Preview dialog will open:



Choose the style you would like applied to this paragraph group. You may also choose to preserve font formatting and/or delete leading tabs or spaces as Stylizer applies the selected style.

SCHEMES

Stylizer Schemes are the mechanism by which you can store settings for different document types. That is, you should have a separate scheme for each type of document that will be run through the Stylizer Whole Document Wizard.

A Scheme will contain two types of information: 1) paragraph grouping criteria, and 2) new style application information.

The paragraph grouping criteria will be comprised of grouping criteria for numbered and non-numbered paragraphs, snap settings, a flag for analyzing the entire document or the current section, and settings for tables. The new style application information will be comprised of new style settings that correspond to each paragraph group found in the document.

When the document is analyzed based on the specified grouping criteria, paragraph groups are constructed based on the paragraphs found in the document. Each paragraph will be contained in one of the paragraph groups.

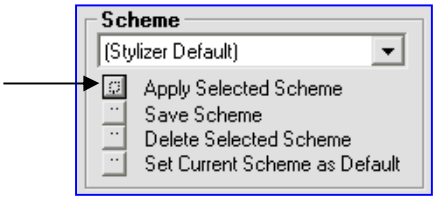
When displaying the grouping results, Stylizer will search through each group found in the document and compare with those stored in the Scheme. When a group in the document matches a group in the Scheme, Stylizer will pre-set and display the corresponding new style application settings for that group. For any group in the document that is not found in the Scheme, you can set the new style application information and store the new group in the Scheme. The next time a paragraph group matching the new group information is found in a document, Stylizer will autofill the new style application information.

Note: *You can develop schemes for your organization's documents by running several documents and saving any changes to the Schemes. Once the Schemes are set, they may be pre-loaded onto any computer and put into use. The Schemes are stored in ASCII text files with .INI extensions in the Schemes subdirectory of the Stylizer program directory. Once the Schemes are set, they may be copied to the Schemes subdirectory on any computer and put into use.*

When a change is made to any of these settings, either in the Paragraph Grouping dialog box or in the Grouping Results dialog box, the Scheme will be considered unsaved and will display as "<Custom>." When you save the Scheme, you can either enter a new name for the scheme (i.e., "Save As") or use the same name as the previous scheme (i.e., "Save").

APPLYING A SCHEME

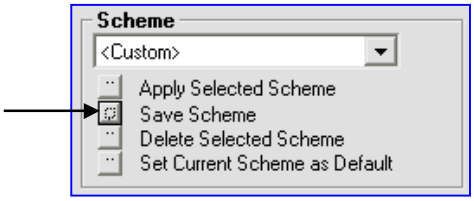
To apply a scheme, select the desired scheme name from the dropdown list and click on the **Apply Selected Scheme** button. If the current scheme has not been saved, Stylizer will tell you and ask you if you want to continue. If the current scheme has been saved, the new scheme will be applied and the settings on the form will be modified appropriately.



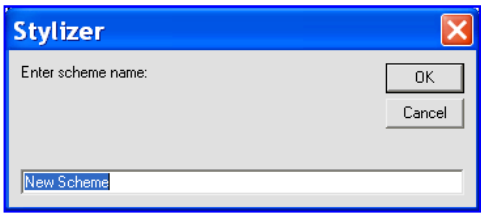
> **Note:** *Selecting a scheme in the dropdown WILL NOT apply the scheme (maybe instead you would like to delete the scheme). After selecting the scheme in the dropdown, you must click on the "Apply Selected Scheme" button to apply the scheme.*

SAVING A SCHEME

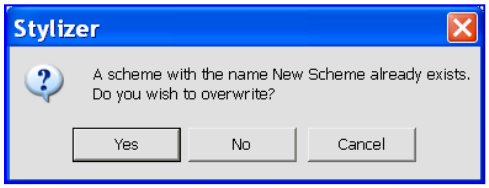
If you have made modifications to the current scheme, Stylizer will display the word "<Custom>" in the scheme dropdown. This will tell you that the scheme is unsaved. To save the scheme, click on the **Save Scheme** button.



Stylizer will prompt you to enter the scheme name:



If you enter/keep the same scheme name, i.e., you are changing the information in an already-saved scheme, then Stylizer will prompt you to overwrite the existing scheme:

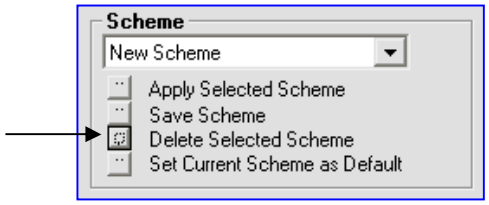


Clicking **Yes** will overwrite the existing scheme. Clicking **No** will tell Stylizer to prompt for another scheme name. Clicking **Cancel** will return to the previous dialog.

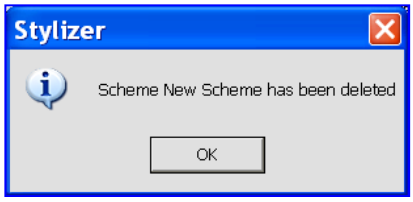
> **Note:** *Upon saving, you can cause the scheme to be read-only by surrounding the name with parentheses, e.g., "(Stylizer Default)".*

DELETING A SCHEME

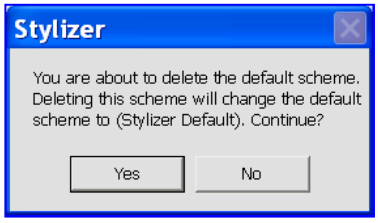
To delete a scheme, select a scheme name from the scheme dropdown list and click on the **Delete Selected Scheme** button:



Stylizer will display the deleted scheme:



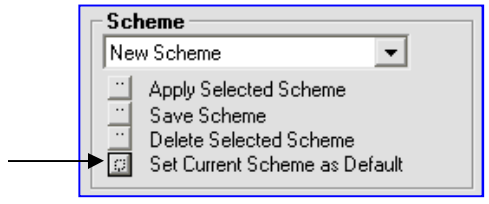
If the selected scheme is the default scheme, Stylizer will display a prompt indicating the scheme that will be set as default:


Stylizer
You are about to delete the default scheme. Deleting this scheme will change the default scheme to (Stylizer Default). Continue?
Yes
No

Note: *You cannot delete a read-only scheme. A read-only scheme will be indicated with a name surrounded by parentheses, e.g., "(Stylizer Default)".*

SETTING THE DEFAULT SCHEME

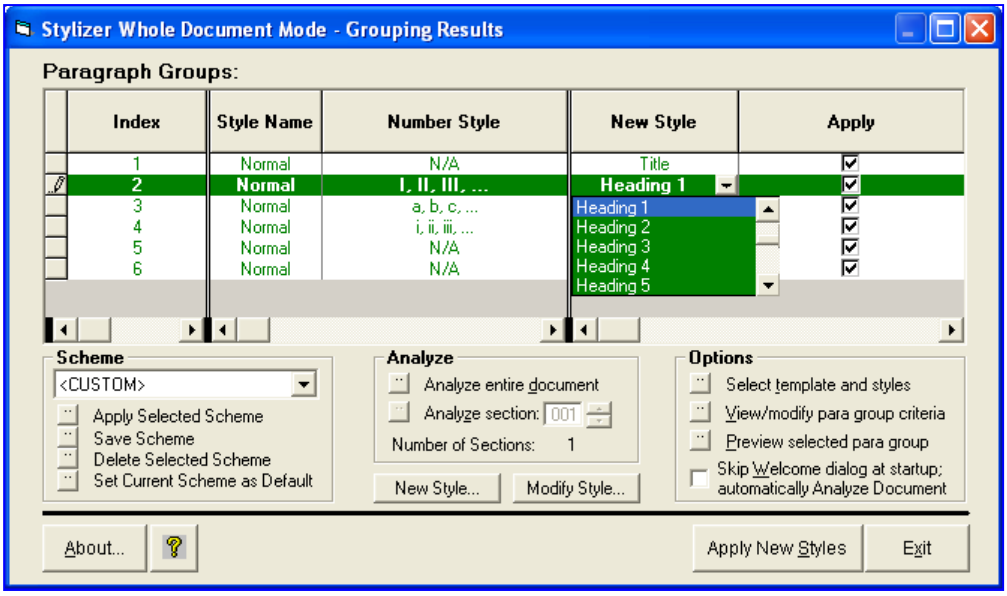
The default scheme is the scheme that automatically loads when the Stylizer Whole Document Wizard is initialized. To set the default scheme, select the desired scheme name from the scheme dropdown list and click on the **Set Current Scheme as Default** button:



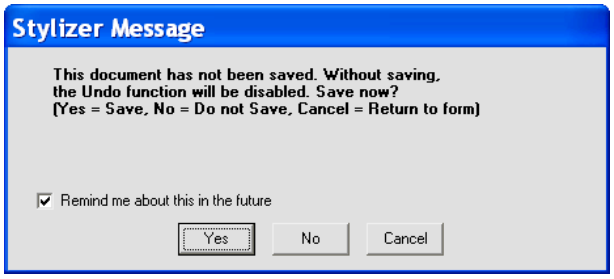
Stylizer will inform you that the default scheme has been changed:

APPLYING STYLES TO PARAGRAPH GROUPS

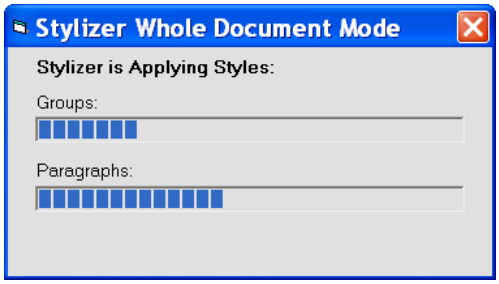
To apply a specific style to a paragraph group, click on the style name in the New Style Name column, click the drop down arrow next to the existing style name, and select the new style from the list.



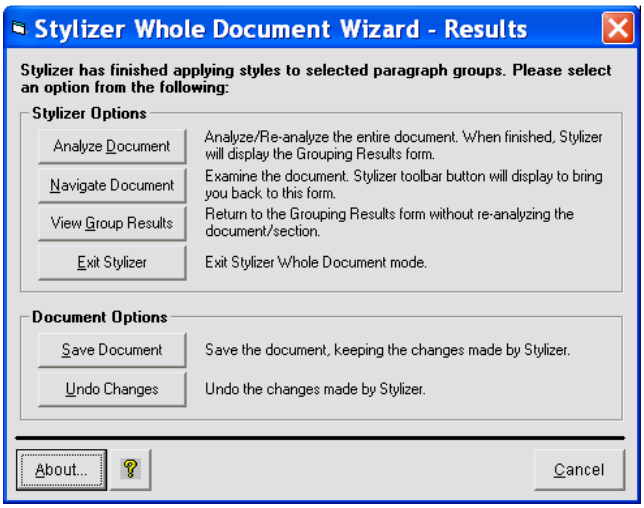
After you have chosen a style for all paragraph groups, click the button and Stylizer will apply the selected styles to all paragraph groups in the document (or section, if you're analyzing by section). If you have not saved changes to your document, Stylizer will prompt you to save your document at this time:


Stylizer Message
This document has not been saved. Without saving,
the Undo function will be disabled. Save now?
(Yes = Save, No = Do not Save, Cancel = Return to form)
Remind me about this in the future
Yes
No
Cancel

The Whole Document Wizard will begin applying styles to your document:



After the Whole Document Wizard has completed applying styles, the Results dialog will display, giving you several choices for how you wish to proceed:


Stylizer Whole Document Wizard - Results
Stylizer has finished applying styles to selected paragraph groups. Please select an option from the following:
Stylizer Options
Analyze Document
Analyze/Re-analyze the entire document. When finished, Stylizer will display the Grouping Results form.
Navigate Document
Examine the document. Stylizer toolbar button will display to bring you back to this form.
View Group Results
Return to the Grouping Results form without re-analyzing the document/section.
Exit Stylizer
Exit Stylizer Whole Document mode.
Document Options
Save Document
Save the document, keeping the changes made by Stylizer.
Undo Changes
Undo the changes made by Stylizer.
About...
Cancel

RESULTS OPTIONS

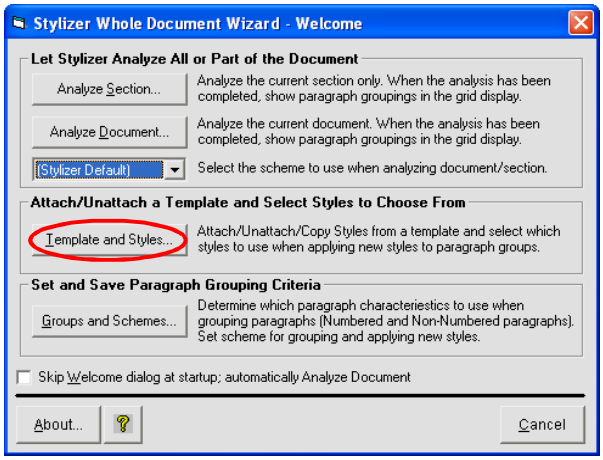
- **Analyze Document** – You may re-analyze your document again to review paragraph groups after the styles have been applied.
- **Navigate Document** – This will minimize Stylizer, allowing you to navigate your document to review applied styles.
- **View Group Results** – You may return to the Grouping Results without re-analyzing the document.
- **Exit Stylizer** – You may exit the Stylizer Whole Document mode.

DOCUMENT OPTIONS

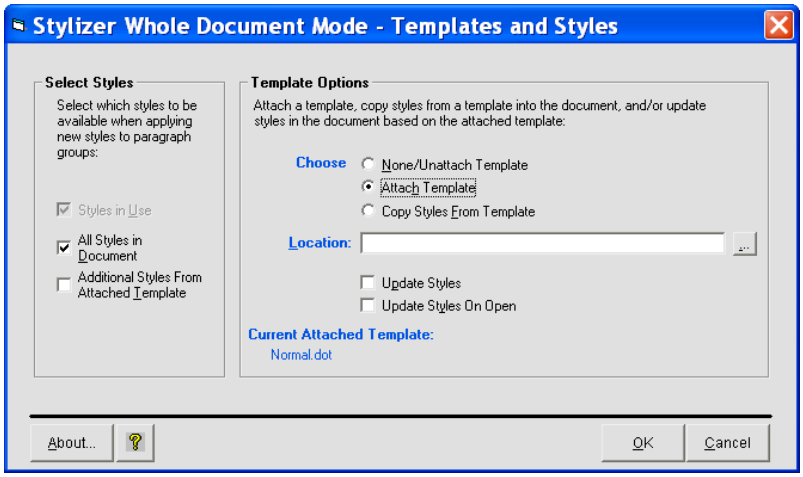
- **Save Document** – You may save your document to keep all changes made to your document by Stylizer.
- **Undo Changes** – This will undo all changes made to your document by Stylizer.

ATTACHING TEMPLATES AND CHOOSING STYLES

Like the Paragraph Wizard, the Stylizer Whole Document Wizard provides built-in functionality to attach a template to the current document and/or select styles to copy into the document and make available to Stylizer. To attach a template and/or select which styles to make available to the document, select the **Template and Styles...** button from the Stylizer Welcome dialog box:

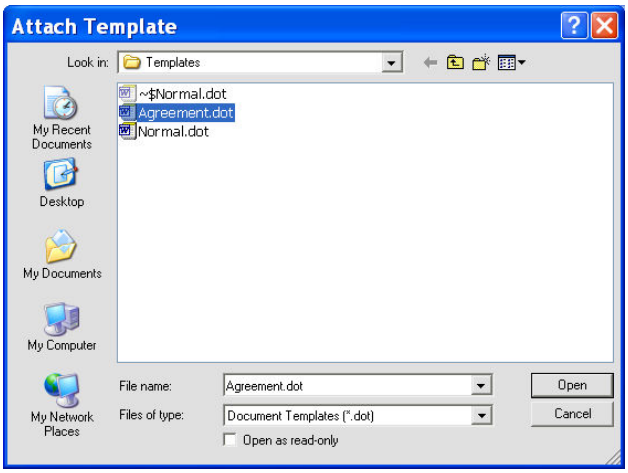

Stylizer Whole Document Wizard - Welcome
Let Stylizer Analyze All or Part of the Document
Analyze Section...
Analyze the current section only. When the analysis has been completed, show paragraph groupings in the grid display.
Analyze Document...
Analyze the current document. When the analysis has been completed, show paragraph groupings in the grid display.
(Stylizer Default)
Select the scheme to use when analyzing document/section.
Attach/Unattach a Template and Select Styles to Choose From
Template and Styles...
Attach/Unattach/Copy Styles from a template and select which styles to use when applying new styles to paragraph groups.
Set and Save Paragraph Grouping Criteria
Groups and Schemes...
Determine which paragraph characteristics to use when grouping paragraphs (Numbered and Non-Numbered paragraphs). Set scheme for grouping and applying new styles.
Skip Welcome dialog at startup; automatically Analyze Document
About...
Cancel

Stylizer will display the Templates and Styles dialog box:

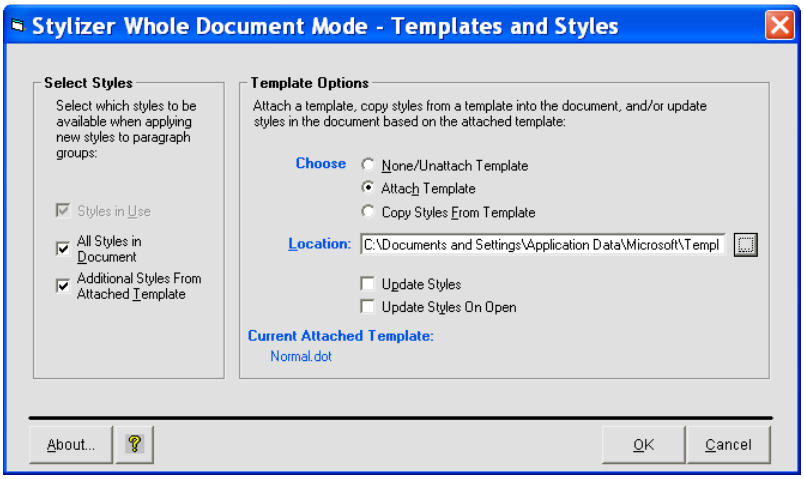

Stylizer Whole Document Mode - Templates and Styles
Select Styles
Select which styles to be available when applying new styles to paragraph groups:
Styles in Use
All Styles in Document
Additional Styles From Attached Template
Template Options
Attach a template, copy styles from a template into the document, and/or update styles in the document based on the attached template:
Choose
None/Unattach Template
Attach Template
Copy Styles From Template
Location:
Update Styles
Update Styles On Open
Current Attached Template:
Normal.dot
About...
OK
Cancel

To attach a template or copy styles from a template to the document, click on the appropriate option. Then click on the **Template Lookup** button.

The Attach Template dialog box will allow you to browse to the template you wish to attach. Select the appropriate template and click on **Open**.



Stylizer will return to the Templates and Styles dialog box. There are several options you may wish to consider.


Stylizer Whole Document Mode - Templates and Styles
Select Styles
Select which styles to be available when applying new styles to paragraph groups:
Styles in Use
All Styles in Document
Additional Styles From Attached Template
Template Options
Attach a template, copy styles from a template into the document, and/or update styles in the document based on the attached template:
Choose
None/Unattach Template
Attach Template
Copy Styles From Template
Location:
C:\Documents and Settings\Application Data\Microsoft\Templ
Update Styles
Update Styles On Open
Current Attached Template:
Normal.dot
About...
OK
Cancel

- The options selected in the "*Select Styles*" section determine what styles will appear in the New Style drop-down menu on the Apply New Style dialog box. This allows the user to select the set of styles to be added to the Apply New Styles drop-down menu.
- **Styles In Use** is always checked, as these are styles that are currently being used in the document.
- The **All Styles in Document** option allows the user to select from all styles contained in the document.
- **Additional Styles from Attached Template** allows you to associate styles present in specific templates, such as Litigation Court Cover Letters, Estate Planning Instruments, etc. to the current document. Normal.dot, the Word global document template, is attached to all Word documents by default. If you have attached a template to the document because the template contains styles you wish to use, then you should check this option.
- The **Update Styles** and **Update Styles on Open** options will direct Stylizer when and if to update the styles in the document from the attached template.

UPDATE STYLES

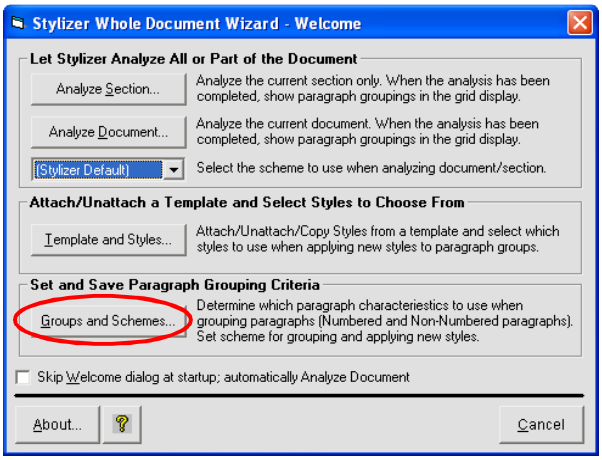
Select this option if you would like to overwrite existing styles with the same name in the document with the styles in the template you have chosen to attach. If you do not select this option, you may opt to overwrite individual styles once you have opened the document. This is useful if you would like to alter some styles within the document, but leave others as they currently appear.

UPDATE STYLES ON OPEN

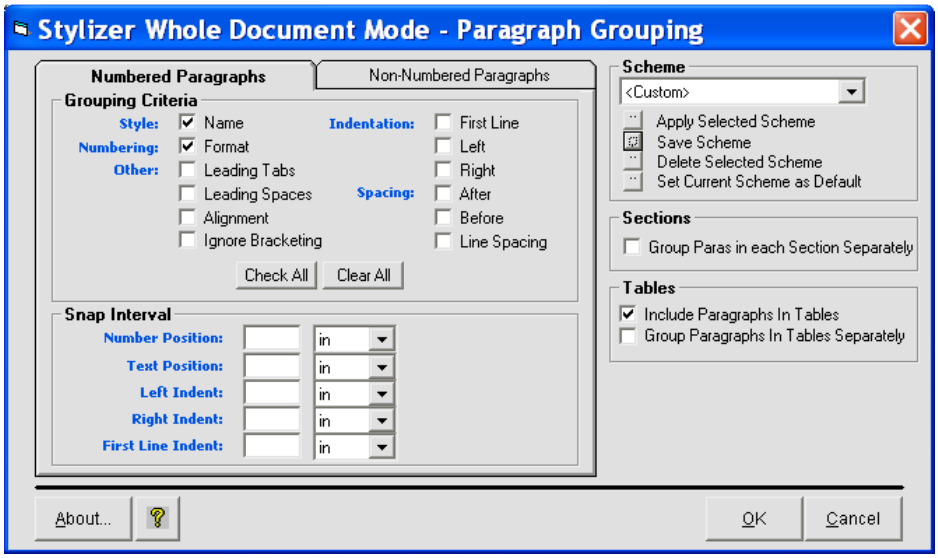
Select this option if you would like to update all existing styles in the document with those in the attached template each time you open the document. This is useful if you use a template that contains several standard form styles. Each time a template style is altered, the change(s) will be reflected in the documents to which the template is attached. Checking this option is equivalent to checking the "Automatically Update Document Styles" option in Word's Templates and Add-ins native dialog.

SELECTING PARAGRAPH GROUP CRITERIA

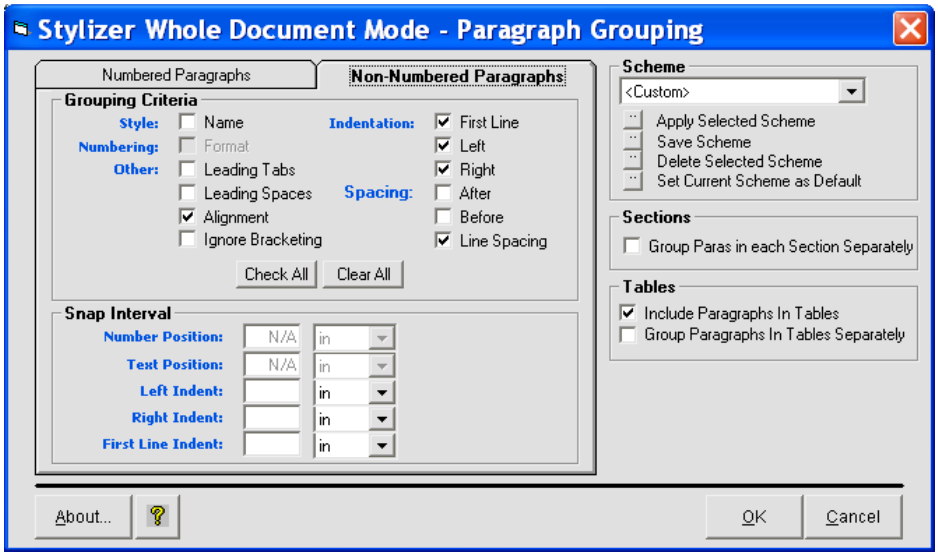
The fundamental principle to the Whole Document Wizard is the grouping of similar paragraphs in a document and applying a style to all of the paragraphs in each group en masse. The criteria for grouping these paragraphs can be set in the Whole Document Wizard and saved into a scheme. To view and/or edit the paragraph grouping criteria, click on the **Groups and Schemes...** button in Step 2 of the Welcome dialog:


Stylizer Whole Document Wizard - Welcome
Let Stylizer Analyze All or Part of the Document
Analyze Section...
Analyze the current section only. When the analysis has been completed, show paragraph groupings in the grid display.
Analyze Document...
Analyze the current document. When the analysis has been completed, show paragraph groupings in the grid display.
[Stylizer Default]
Select the scheme to use when analyzing document/section.
Attach/Unattach a Template and Select Styles to Choose From
Template and Styles...
Attach/Unattach/Copy Styles from a template and select which styles to use when applying new styles to paragraph groups.
Set and Save Paragraph Grouping Criteria
Groups and Schemes...
Determine which paragraph characteriestics to use when grouping paragraphs (Numbered and Non-Numbered paragraphs). Set scheme for grouping and applying new styles.
Skip Welcome dialog at startup; automatically Analyze Document
About...
Cancel

Stylizer will display the Paragraph Grouping dialog box. There are tabs containing separate criteria for both Numbered Paragraphs:

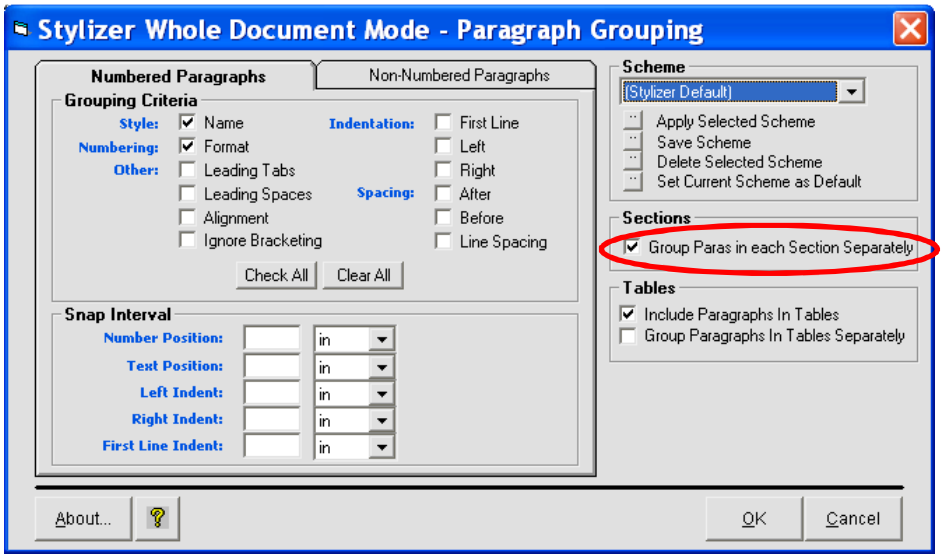


and Non-Numbered Paragraphs:



In addition to style, numbering, indentation, spacing, etc., each tab will contain criteria for setting Snap Interval values for specific grouping criteria. The Snap Interval, if specified, will place the values for each paragraph into “bins” separated by the specified snap interval. For example, if on the Non-Numbered tab, the Snap Interval for First Line Indent is set to 0.1 inches AND the box for First Line Indentation is checked, then all of the Non-Numbered paragraph groups will contain paragraphs in one of the following value ranges: [..., -0.05” to 0.05”, 0.05” to 0.15”, 0.15” to 0.25”, ...]. Thus, if exactly the same in all other respects, two paragraphs, one with a First Line indent of 1.0965” and the other with a First Line indent of 1.1003” will be placed in the same group (1.1”).

You can also group paragraphs in each section separately by clicking the checkbox in the Sections area.



Tables can be handled separately or not at all by checking or unchecking the options in the Tables section of the Paragraph Grouping dialog.